

1. TYPE SERVICE DESIRED: Mark Military Housing (Mandatory housing in affect all active duty are mandated to apply for on base first)

APPLICATION FOR ASSIGNMENT TO HOUSING <small>(Before completing form, read Privacy Act Statement and Instructions on reverse)</small>				1. TYPE SERVICE DESIRED <i>(X one or both)</i>	
<input checked="" type="checkbox"/> a. MILITARY HOUSING		<input type="checkbox"/> b. HOUSING REFERRAL			
<b>SECTION I - APPLICANT INFORMATION</b>					
2. NAME OF SPONSOR <i>(Last, First, Middle Initial)</i> <b>Member (dual mil, who's eligible for BAH)</b>		3. PAY GRADE	4. SSN Full social & DOD ID #	5. DOD COMPONENT <b>(AF/USA/USMC/USN)</b>	
6. ADDRESS <i>(Street, City, State, Zip Code)</i> Post Office Box (Leave blank if not yet assigned) PSC _____ BOX _____		7. TELEPHONE NUMBER		8. STATUS OF APPLICANT <i>(X one) Mark all that apply</i>	
		a. HOME (Area Code) <b>Personal cell phone</b>	b. DUTY (DSN) <b>Work Phone</b>	<input checked="" type="checkbox"/> a. MILITARY MEMBER	<input type="checkbox"/> c. CIVILIAN
APO/FPO AP _____		9. MARITAL STATUS <i>(Single/Divorced/Married)</i>		<input type="checkbox"/> b. MILITARY SPOUSE	<input type="checkbox"/> d. FOREIGN NATIONAL
11. I REQUEST HOUSING FOR <i>(X one)</i>			<b>SECTION II - MILITARY CAREER INFORMATION</b> <i>Ex. 30/Sep/07 or 30/09/21</i>		
a. SELF ONLY <input checked="" type="checkbox"/>			b. SELF AND DEPENDENTS <input type="checkbox"/>		
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM <b>Losing Command information (Ex. 341 LRS Malmstrom AFB Great Falls Mt)</b>			14. DATES <i>(Enter in YYMMDD order)</i>		
13. INSTALLATION/ORGANIZATION TRANSFERRED TO <b>Gaining Command information (Ex. 718 CES Kadena AB Okinawa Japan)</b>			MILITARY APPLICANT		
			MILITARY SPOUSE		
			a. EFFECTIVE RANK/RATE DATE <b>Date you pinned on current rank</b>		
			b. ACTIVE DUTY SERVICE COMPUTATION <b>Military entry date or date DOD counts toward your retirement</b>		
			c. TIME REMAINING ON ACTIVE DUTY <b>End of current enlistment date/Officers INDEF</b>		
			d. EFFECTIVE CHANGE IN DUTY STATION <b>Date you detached from previous command</b>		
			e. REPORT DATE <b>Date you arrived on island (Okinawa)</b>		
			f. ESTIMATED FAMILY ARRIVAL DATE <b>Date your dependents arrived on island</b>		
<b>SECTION III - DEPENDENT DATA</b>					
15. DEPENDENTS RESIDING WITH ME <span style="float: right;"><b>List all of your command sponsored dependents with children's ages</b></span>					
a. NAME <i>(Last, First, Middle Initial)</i>	b. DATE OF BIRTH <i>(YYMMDD)</i>	c. SEX	d. RELATIONSHIP	e. REMARKS <i>(Handicap, health problems, expected additions to)</i> <b>Annotate if dependent is preg/EFMP etc.</b>	
<b>SECTION IV - HOUSING DATA</b>					
<b>Acknowledgement statements added</b>					
Read and initial TLA and lease agreement/ OHA acknowledgement statement					
<b>Remarks section:</b>					
Circle all that apply: INPRO (new comers) / APPLY (Entitlement change) RELO (apply to relocate)/					
ASA (You allow your spouse to make housing decisions)					
DEROS Rotation Date (Day you estimate you will PCS off island)					
Active Duty SM date of birth					
21. REMARKS					
INPRO / APPLY / RELO / ASA or DO NOT ASA		CELL (MBR): _____		<b>If Dual Military please let your counselor know to provide dual military application</b>	
DEROS/RTD/PRD:		CELL (SPOUSE): _____			
DATE OF BIRTH:					
DATE OF MARRIAGE:					
E-MAIL:					
PETS: NUMBER OF CAT(S): _____					
NUMBER OF DOG(S): _____		BREED(S): _____ / _____			
22. SIGNATURE OF APPLICANT				23. DATE SUBMITTED	
Your signature				Date of signature	
<b>SECTION V - DISPOSITION</b> <i>(To be completed by the Housing Office.)</i>					
24. MILITARY HOUSING <b>For Office Use Only</b>					
a. APPLICATION RECEIVED <i>(YYMMDD and time)</i>	b. APPLICATION EFFECTIVE <i>(YYMMDD)</i>	c. DD FORM 1747 PROVIDED <i>(YYMMDD)</i>	d. HOUSING AVAILABILITY <i>(Boxes indicated on DD Form 1747)</i>		
e. APPLICANT PLACED ON WAITING LIST	f. EFFECTIVE PLACEMENT <i>(YYMMDD)</i>	g. BEDROOMS REQUIRED	h. DATE UNIT ASSIGNED <i>(YYMMDD)</i>		
<b>SECTION VI - HOUSING REFERRAL CERTIFICATE</b> <b>For off base only-you will be informed when signature is needed</b>					
On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.			In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.		
25. SIGNATURE OF APPLICANT			26. DATE SIGNED <i>(YYMMDD)</i>		

# APPLICATION FOR ASSIGNMENT TO HOUSING

## PRIVACY ACT STATEMENT

**AUTHORITY:** 5 USC 5911 & 5912.  
**PRINCIPAL PURPOSE:** To identify customer needs for assistance and housing requirements.  
**ROUTINE USE:** None.  
**DISCLOSURE:** Voluntary; however, failure to provide the requested information will result in our inability to assist you.

## GENERAL INSTRUCTIONS

This form provides the Housing Office with information that will be used to provide you with military and/or community housing. **All items not listed are self-explanatory.** SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.

### 1. TYPE SERVICE DESIRED

**Military Applicants:** If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.

**Civilian Applicants:** Mark the box "Housing Referral" services in Item 1b, and answer all questions.

### SECTION I - APPLICANT INFORMATION

#### 5. DOD COMPONENT

Army, Navy, Air Force, etc.

#### 6. ADDRESS

Enter complete current address (*street number and name, apartment number, city, state/country and the 9-digit ZIP code*).

#### 12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

Enter the name of the installation you transferred from.

#### 13. INSTALLATION/ORGANIZATION TRANSFERRED TO

Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.

### SECTION II - MILITARY CAREER INFORMATION

#### 14. DATES (*Military Applications/Military Spouse Only*)

Enter dates in order of YYMMDD. (*May 17, 1993, would be entered as 930517*).

- Enter the date your current rate/rank was effective.
- Enter your active duty service computation date.
- Enter the time (*in months*) that you have remaining on active duty.
- Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.
- Enter your official report date (*from your PCS orders*).
- Enter your estimated arrival date.

### SECTION III - DEPENDENT DATA

#### 15. DEPENDENTS RESIDING WITH ME

a. through d. List requested data for all authorized dependents who will be residing with you.

e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; *i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.*

### SECTION IV - HOUSING DATA

16 - 21. Self-explanatory.

#### 22. SIGNATURE

The applicant must sign the DD Form 1746.

#### 23. DATE SUBMITTED

Enter the date the application was submitted to the Housing Office.

### SECTION V - DISPOSITION (*To be completed by the Housing Office*)

#### 24. MILITARY HOUSING

- Application Received.** Enter the year, month, day and time the application was received in the Housing Office.
- Application Effective.** Enter the date of change of duty station (*Line 14d*) or other date that will be the effective (*control*) date.
- DD Form 1747 Provided.** Enter the date that the DD Form 1747 was sent to the military applicant.
- Housing Availability.** Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.
- Applicant Placed on Waiting List.** Enter the identification of the assignment waiting list(s) to which the applicant is placed.
- Effective Placement.** The effective date and time of the applicant's placement on the list(s).
- Bedrooms Requirement.** Enter the number of bedrooms required, based on dependent data in Item 15.
- Date Unit Assigned.** Enter the date the unit was assigned.